



TOWN OF DYER

OFFICE OF CLERK-TREASURER

Debbie Astor

Clerk-Treasurer

dastor@townofdyer.com

One Town Square
Dyer, Indiana 46311
(219) 865-2421
Fax (219) 865-4232

Position: Accounting

Location: Clerk Treasurer's Office

Full Time Position

Application and resumes due by April 2nd, 2021.

Please email applications and resumes to the Clerk-Treasurer at dastor@townofdyer.com

Qualifications

- Associates or Bachelor's Degree in Accounting Preferred.
- 5 years of prior experience in government accounting.
- 3 plus years of payroll experience.
- Fine attention to detail and excellent organizational skills.
- Self-motivated, goal oriented and enthusiastic presence in a team environment.

Required Job Skills

- Ability to process payroll and all aspects that are involved from beginning to end.
- Knowledge of employee benefits and insurance.
- Handle daily deposits with accuracy.
- Perform general ledger reconciliation.
- Prepare and maintain accounting documents and records with the Town's financial program.
- Accounts payable and receivable.
- Assess and correct account issues during monthly bank reconciliation.
- Prepare reports as needed.
- Perform year-end processes for balance and close including reconciliation and closing out and transferring forward multiple accounts, issue purchase orders and transfer of appropriations.
- Maintain grant or special funds/projects in financial software.
- Coordinate and submit all State Board of Accounts required monthly, quarterly and annual uploads.
- Computer experience with Microsoft program, data entry, financial software.
- Assist the Clerk Treasurer and Chief Deputy with yearly budget.
- Any other duties assigned by the Clerk Treasurer and Chief Deputy.